HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
FINANCE AND DATA COMMITTEE MEETING MINUTES

Date

March 28, 2023

Time

10-11:30 am

Location

Room 356, Dept of Social Services, 3433 S Higuera St., San Luis Obispo

Members Present

Janna Nichols

Kate Swarthout

Lauryn Searles

Mark Lamore

Sstoz Tes

Members Absent

Bill Crewe

Brandy Graham

Carrie Collins

Jessica Thomas

Mimi Rodriguez

Riley Smith

Shay Stewart

Staff and Guests

Christy Nichols

Erica Jaramillo

Gary Peterson

George Solis

Jack Lahey

Joe Dzvonik

Kate Bourne

Kristin Ventresca
Laurel Weir
Merlie Livermore
Morgan Torrell
Russ Francis
Staci Dewitt
Skylar Caldwell
Wendy Lewis
Timothy Seller

1. Call to Order and Introductions
Mark called the meeting to order at 10:10 am.

2. Public Comment
George shared that the FY 2022 HUD's CoC Program funding announcements came out. CAPSLO and Lumina's applications were accepted and are fully funded. CAPSLO will receive $72,585 for their Coordinated Entry project expansion. Lumina will receive $145,170 for their Rapid Rehousing project specifically geared for their domestic violence program.

Laurel made clarification regarding the participation requirements for return to in-person meetings. The rules have changed on how the meetings are held under the Brown Act. All the Committee members are required to attend the meetings in-person, unless they have just cause reasons or emergency reasons approved by the HSOC. Exemptions in attending in-person meeting include having a communicable illness, child care issues or being out of town on an official business (until further clarification, interpretation of "official business" pertains to doing something in relation to being a member of this Committee). She also mentioned that members who are not available in-person can listen online but cannot participate in conversations and will not count towards quorum. However, their designated alternates may participate as Committee alternate if they are present in-person.

Christy Nichols announced that HHIP (Housing and Homelessness Incentive Program) funding for the HMIS (Homeless Management Information System) upgrade went through yesterday. The amount of $400,000 was approved for the development of the HMIS system.

Mark shared information he learned from a staff member who works with the San Luis Obispo Fire department as a case manager with the crisis team. He told Mark that in the last two weeks, about 20 homeless people were given one-way bus passes from Salinas, Santa Barbara, Fresno and Monterey county. Mark wanted everyone to be aware of this trend.

Wendy William shared that ECHO (El Camino Homeless Organization) is holding a two-part event in their locations in Atascadero and Paso Robles on April 20 and 27 respectively. This 8th Annual Empty Bowls event is held to support individuals and families facing homelessness. Wendy thanked Cencal as one of their sponsors.

3. Consent: Approval of Minutes
Tabled. Not enough members for quorum.

4. Action/Information/Discussion
4.1 Discussion Item: Scoring Approach to Grants
During the last full HSOC meeting, members requested more information regarding the grants funding process. In response to that, Laurel started her presentation by giving some background information on County purchasing policies. She mentioned that State and Federal grants require us to operate grants in accordance with the County's purchasing policies. One of the County's requirements is to have an unbiased Grant review Committee without any financial interests to review proposals and make decisions on the grants using some common criteria . The grants committee is anonymous to avoid unnecessary outside influences. The committee is also allowed to develop further criteria and procedures in evaluating grant applications.

George shared a copy of the scoring rubric used last year for Emergency Solutions Grant administered through the California Department of Housing and Community Development. This is also going to be the same scoring rubric that will be used for upcoming fund competitions. (See attachment in agenda packet). There were questions raised regarding the composition of the scoring committee, etc. Laurel would like the Committee members to look and review this scoring matrix and get some feedback with any recommendations and changes for criteria and to discuss in the next meeting.

4.2 Discussion Item: Homeless Management Information System (HMIS)

  4.2.1 Discussion Item: HMIS New User Access

Kate shared about the current process for registration in the HMIS. This registration is for both the existing and new users. Once registered, the new users will receive an email regarding the registration process. She briefly went through each page of the registration form (total of 5 pages). Scott Peterson of Shower the People suggested a more streamlined process for small service providers.

Kate also mentioned that this system is active right now and will be used to gather more information that will be used in streamlining a better system. Kate also mentioned that live training with Bell data will resume in April once the new HMIS Program Manager joins the Homeless Services division.

  4.2.2 Discussion Item: HMIS System: Administrator's Monthly Call

Kate mentioned that an Administrator's monthly call with HUD earlier this month. Reminders for system performance measures were discussed. HUD will be releasing their data standards this fall, which will include some updates and changes. She also mentioned that Point in Time (PIT) and Housing Inventory Count (HIC) information are requested from the providers and due on April 10. The mention of an upcoming conference hosted by HUD with HMIS vendors is coming up in April. This is a great venue for HMIS training and networking.

4.3 Discussion Item: Systems Performance Report

These are results of performance report submitted to HUD (see agenda packet). George mentioned that this will be discussed at a more in-depth level at a later meeting.

4.4 Discussion Item: Update on HHIP (Homeless and Housing Incentive Program) Funding Allocations and Reporting Measures

Christy Nichols of CenCal Health provided a brief overview and update on this matter. She said that working with the County's Homeless Services Division has provided a funding of $400,000 for the HMIS improvement. George also mentioned that the county's collaboration with Cencal will help bring more alternative ways to make sure data entered the HMIS are not duplicated and are reliable.

4.5 Discussion Item: Data Quality

Kate mentioned that she is reaching out to the different providers who are HMIS users to gather information as to what would be the most effective way to get

quality data into the HMIS. She asked if there would be an interest from the providers to have training in the HMIS system.

4.6 Discussion Item – HHAP 3 (Homeless Housing, Assistance and Prevention Program Round 3) Outcome Data
Laurel suggested that this item be moved to the next meeting.

4.7. Discussion Item: Reporting Out Information
This item will be moved to a future meeting as well.

4.8. Discussion Item: Future Meeting Schedule
Laurel mentioned a suggestion to start the meeting at an earlier time, maybe at 8:30am or 9am. There is no quorum to vote on this suggestion. A doodle poll will be sent out to get members' opinions.

5. Future Discussion/Report Items

6. Next Regular Meeting: April 25, at 9am, in person

7. Adjournment
Mark adjourned the meeting at 11:31 am.